



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

February 16, 2005

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **RECRUITMENT FOR DIRECTOR OF PUBLIC WORKS**

The filing period for the position of Director of Public Works closed on February 14, 2005. A total of 30 resumes were received and sixteen (16) candidates meet the Minimum Requirements (MRs). Three (3) of the candidates who meet the MRs are from the County of Los Angeles, Department of Public Works.

We are currently conducting an in-depth evaluation of the resumes of the candidates who meet the MRs. We will then begin the process of scheduling a meeting of a Qualifying Screening Panel, consisting of the Chief Administrative Officer, the Director of Personnel and a subject matter expert. This panel will identify the more highly qualified candidates who will subsequently be interviewed by an Assessment Panel.

The Assessment Panel, consisting of at least two (2) subject matter experts, such as Directors of Public Works from other counties, and an executive familiar with Los Angeles County government, will conduct assessment interviews to determine the most highly qualified candidates. Upon completion of the oral assessment interviews, we will provide each Supervisor with a list of names of the most highly qualified candidates in April 2005, and simultaneously commence background and reference investigations. We will also work with the Executive Officer to schedule a Closed Session for your Board to interview the most highly qualified candidates.

If you have any questions, please call me.

MJH:REB  
MM:ck

c: Chief Administrative Officer